How Do I Lookup a Setup Table

SCENARIO:　　　Look up a Location Code.

STEP 1:	Select the menu hyperlinks in the following order: **Setup up HRMS, Foundation Tables, Organization, Location**
Expected Results:	You should now see the Location Table search page.

STEP 2:	Type a portion of the Location title surrounded by '%' signs (Example: %Top%) in the "Description" field and click **Search**. [NOTE: Capitalization does matter so try both capitalized and lowercase.]
Expected Results:	A search result list will display showing all location codes that have a title containing the portion you entered.

STEP 3:	Click on any **hyperlink** for the Location that you wish to view.
Expected Results:	The Location Address page will display.